



# C O M P R E F O R M

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## A C T I O N B U L L E T I N

### Bulletin No. 25

TO: Agency Human Resource Directors

FROM: Sara Redding Wilson, Director  
Department of Human Resource Management

DATE: June 28, 2001

SUBJECT: Updating Salary Administration Plans

This bulletin addresses two issues associated with Agency Salary Administration Plans:

1. Each agency is responsible for keeping its Agency Salary Administration Plan up to date. Whenever a revision is made, a copy of the revision must be sent to DHRM. This process is in lieu of any requirement for agencies to submit a new plan each year.
2. Agencies are reminded to submit their Plans for Performance Management to DHRM. As indicated in CRAB Bulletin #20, this plan is an amendment to the Agency Salary Administration Plan that will guide the performance management process. Because performance evaluations will be completed for the current cycle that ends October 24, 2001, it is essential that agencies have their performance management plans in place. Additional information regarding the performance management process will be provided later. In the meantime, agencies that need assistance in completing their performance management plans should contact their assigned DHRM compensation consultants.

If you have any questions about this document, please contact Pam Hill, Compensation Consultant, at 804-786-4385 or [phill@dhrm.state.va.us](mailto:phill@dhrm.state.va.us).

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Agency Heads